

CHARTER

AND

BY-LAWS

OF THE

COLUMBIA HOSPITAL FOR WOMEN

AND

LYING-IN ASYLUM.

APPROVED JUNE 10, 1886.

WASHINGTON, D. C.

GIBSON BROS., PRINTERS AND BOOKBINDERS.

1886.

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CHARTER.

AN ACT to incorporate the Women's Hospital Association of the District of Columbia.

Be it enacted by the Senate and House of Representatives of the United States in Congress assembled, That Abram D. Gillette, Byron Sunderland, Charles H. Hall, George W. Sampson, J. N. Coombs, William B. Matchett, Henry D. Cooke, William W. Corcoran, Charles Knap, J. H. Thompson, Moses Kelly, Ansel St. John, Mrs. Adelaide J. Brown, Mrs. Mary W. Kelly, Elmira W. Knap, Mary C. Havener, Mary Ellen Norment, Jane Thompson, Mary L. Harkness, Isabella Margaret Washington, Mary F. Smith, Mrs. Elmira W. Powell, and Mrs. Elizabeth Samson, and their successors, duly chosen, are hereby constituted and created a body-corporate in the District of Columbia, by the name of the Columbia Hospital for Women and Lying-in Asylum.

SEC. 2. *And be it further enacted,* That said corporation hereby constituted shall consist of twenty-four members. They shall have power to fill all vacancies created by death, resignation, or otherwise, and to make by-laws, rules, and regulations: *Provided,* That such by-laws, rules, and regulations are not repugnant to the Constitution or laws of the United States.

SEC. 3. *And be it further enacted,* That the affairs of said corporation shall be under the control and management of a board of twelve directors, to consist of the

first twelve of the above-named incorporators, or such further number as the duties of the corporation may require, such increase of numbers to be made by a vote of two-thirds of the existing board. The board of directors shall also have power to appoint all sub-committees necessary to the direction and efficiency of the institution hereby authorized to be established.

SEC. 4. *And be it further enacted*, That the first twelve corporators named in the first section hereof, together with those who may be elected directors as provided in the preceding section, shall constitute the first board of directors, who shall from their number elect a president, two vice-presidents, a secretary, and treasurer; and seven of the directors, of whom the president or one of the vice-presidents shall be one, shall form a quorum for the transaction of business.

SEC. 5. *And be it further enacted*, That the object of the association hereby incorporated is to found in the city of Washington a hospital and dispensary for the treatment of diseases peculiar to women, and a lying-in asylum, in which those unable to pay therefor shall be furnished with board, lodging, medicine, and medical attendance gratuitously, and to that end full powers are hereby conferred on the association.

SEC. 6. *And be it further enacted*, That said corporation shall have power to accept, purchase, receive conveyance of, and hold property, either personal or real, to an amount necessary for the full accommodation, convenience, and support of the institution and those participating in its benefits.

SEC. 7. *And be it further enacted*, That the property,

personal or real, so held by said corporation shall be exempt from all taxes and assessments levied under act of Congress or by authority of any municipal corporation or board within the District of Columbia.

SEC. 8. *And be it further enacted*, That Congress may at any time hereafter alter, amend, or repeal this act.

APPROVED, June 1, 1866.

[Extract from Sundry Civil Bill, 1872.]

For purchase of building now occupied by said hospital, with forty thousand feet of ground, twenty-five thousand dollars: *Provided*, That the title to said real estate shall be vested in the United States, for the use of said hospital, and that no part of the real or personal property now held or hereafter to be acquired by said institution shall be devoted to any other purpose than a hospital for women and lying-in asylum without the consent of the United States; and that, in addition to the directors whose appointment is now provided for by law, there shall be three other directors appointed in the following manner: One Senator, by the President of the Senate, and two Representatives, by the Speaker of the House; these directors shall hold their offices for the term of a single Congress, and be eligible for reappointment.

APPROVED, June 10, 1872.

AN ACT making appropriations to provide for the expenses of the government of the District of Columbia for the fiscal year ending June thirtieth, eighteen hundred and eighty-one, and for other purposes. Approved, June 4, 1880.

* * * * *

“Provided, That one of the Commissioners of the District of Columbia, to be selected by the Board of Commissioners, shall be a trustee of said hospital and lying-in asylum, with all the powers, privileges, and duties of other trustees of the same.”

BY-LAWS AND REGULATIONS.

Be it ordained by the Board of Directors of the Columbia Hospital for Women and Lying-in Asylum, and it is hereby ordained by their authority, That the following By-Laws and Regulations be, and are hereby, established as laws and ordinances of said corporation, and that all by-laws, rules, and regulations, or parts thereof, heretofore made, inconsistent with these, are hereby repealed.

CHAPTER I.

Of the Directors.

SECTION 1. The Board of Directors shall consist of not more than fifteen members, with such special members as may be added by authority of Congress. Seven Directors, of whom the President or one of the Vice-Presidents shall be one, shall constitute a quorum.

SEC. 2. If any elected Director remove permanently from the District of Columbia, or be absent without excuse from four consecutive meetings of the Board, such absence shall be deemed a resignation of directorship, and the vacancy shall be filled by the Board.

SEC. 3. Vacancies in the Board of Directors may be filled at any regular or special meeting of the Board, nomination thereto having been made at a previous meeting.

SEC. 4. The Directors shall hold quarterly meetings

during the year at the Hospital, on the second Thursdays of March, June, September, and December, at half past 7 p. m.; that in December shall be the annual meeting.

SEC. 5. At the annual meeting there shall be elected, by a majority of the Directors present, a President, two Vice-Presidents, a Secretary, a Treasurer, a Surgeon in Charge, and a Matron for the ensuing year. They shall also, at the annual meeting, elect, in like manner, an Advisory Board of Physicians and Surgeons, residents of the District of Columbia, to consist of four members, eminent in their profession; and a Board of Lady Visitors to consist of not less than six, nor more than twelve members. At the same meeting, or as soon thereafter as practicable, the President shall appoint the following Committees :

- I. Committee on Rules.
- II. Committee on Expenditures
- III. Committee on Audit.
- IV. Committee on Personal Property.
- V. Committee on Ways and Means.
- VI. Committee on Annual Report.
- VII. Committee on Medical and Surgical Supplies.
- VIII. Committee on Lady Visitors.

SEC. 6. The term of office in all the above shall begin with the first day of the ensuing January and continue to the end of the last day of the next December, or until their successors are appointed and duly qualified.

SEC. 7. Vacancies occurring in the officers of the Hospital or in the Advisory Board of Physicians and

Surgeons may be filled, for the unexpired term, at the next regular, or at a special meeting called as hereinafter provided.

SEC. 8. The following shall be the order of business at the regular meetings of the Board :

1. Calling the roll.
2. Reading the minutes of the last meeting.
3. Communications.
4. Report of the Surgeon in Charge.
5. Report of the Advisory Board of Physicians and Surgeons, (annual.)
6. Report of the Treasurer.
7. Report of the Matron.
8. Reports of Standing Committees.
9. Reports of Special Committees.
10. Unfinished business.
11. Resolutions and new business.
12. Election of officers.
13. Nomination and election of Directors.

SEC. 9. All reports and resolutions shall be in writing, and signed by the authors thereof.

CHAPTER II.

President and Vice-Presidents.

SEC. 1. The President, a Vice-President, or two Directors may call a special meeting of the Directors and appoint a time for such meeting, giving two days' notice of the same, and the object of said meeting.

SEC. 2. The President, and in his absence one of the Vice-Presidents, shall preside at all meetings of the Board of Directors, and preserve order therein. He

shall appoint all standing committees, and also all special ones when requested by the Board.

CHAPTER III.

Secretary.

SEC. 1. The Secretary shall attend the meetings of the Directors, take minutes of the proceedings, and transcribe them in a book provided for that purpose. Immediately after the election of Directors and officers he shall give notice to the persons so elected. He shall give not less than two days' notice of each special and stated meeting to each of the Directors. At every meeting, unless otherwise ordered, he shall read the minutes of the preceding meeting. All reports relating to the Hospital and Dispensary, except such as can be properly preserved on file for reference, shall be entered on the minutes.

SEC. 2. The Secretary shall keep a roster of the Directors, arranging them, as nearly as practicable, in equal numbers, as Visiting Committees, and at each quarterly meeting shall notify the Directors he has designated as Visitors for the ensuing quarter.

CHAPTER IV.

Treasurer.

SEC. 1. The Treasurer is the custodian of all papers and documents relating to the property of this Hospital, and of all moneys belonging thereto, except his own official bond to the Hospital, which shall be in the custody of the President of the Board of Directors. He shall give bonds and security, as required by the

regulations of the United States Treasury. He shall also give bonds and security, satisfactory to the Board of Directors, for such money as may be received from pay-patients. He shall pay no moneys except under resolution of the Board of Directors, or upon vouchers approved by the Committee on Expenditures. All payments shall be by checks, and checks drawn upon the pay-patient fund shall be countersigned by a majority of the Committee on Expenditures. At each quarterly meeting he shall present an account showing the state of the treasury in his hands, and report in detail at the quarterly meeting in September his receipts and expenditures for the preceding fiscal year, ending with the 30th day of June, which report shall then be referred to the Committee of Audit for examination and report at the next stated meeting.

CHAPTER V.

Committee on Rules.

SEC. 1. This committee shall consist of the President of the Board of Directors, and two other members, to which shall be referred all motions to alter and amend the By-Laws, and who shall report thereon at the next meeting of the Board, with such recommendations as they deem best.

CHAPTER VI.

Committee on Expenditures.

SEC. 1. The Committee on Expenditures shall consist of three Directors. They shall elect a chairman and

secretary, and have supervision and control of all expenditures. They shall not authorize alterations or repairs without personal inquiry and inspection, and shall not approve any expenditure for such purposes not previously authorized by them or the Board of Directors.

CHAPTER VII.

Committee of Audit.

SEC. 1. This Committee shall consist of two Directors. They shall examine the annual report of the Treasurer and the quarterly reports of the Matron, with their vouchers, and report thereon at the next regular meeting of the Board of Directors.

CHAPTER VIII.

Committee on Personal Property.

SEC. 1. This Committee shall consist of three Directors. It shall be their duty to inspect and compare with the inventories of the surgical, medical, and household supplies of the Hospital, as hereinafter required to be kept by the Surgeon in Charge and the Matron, respectively, all the books, surgical and medical supplies, linen, kitchen and household furniture, garden tools, live-stock, etc., the property of the Hospital. The annual reports of the Surgeon in Charge and the Matron on these matters shall be referred to this Committee for examination and report thereon at the next regular meeting of the Board.

CHAPTER IX.

Committee on Ways and Means.

SEC. 1. This Committee shall consist of the Treasurer and of two other Directors. It shall be their duty to keep themselves informed of the amount of money on hand available for Hospital purposes; to make estimates of the amount that will probably be required during the succeeding fiscal year for improvements, repairs, salaries, and Hospital support; to report thereon to the Board of Directors at the quarterly meeting in September, and represent the interests of the Hospital before Congress.

CHAPTER X.

Committee on Annual Report.

SEC. 1. This Committee shall consist of the President and two Directors, whose duty it shall be to prepare and present to the Board of Directors the annual report of the Board of Directors to the proper authority.

CHAPTER XI.

Committee on Medical and Surgical Supplies.

This Committee shall consist of one member of the Board of Directors.

He shall examine and approve all vouchers for medical and surgical supplies, purchased for the use of the Hospital and Dispensary, before the same are submitted to the Committee on Expenditures.

CHAPTER XII.

Committee on Lady Visitors.

SEC. 1. This Committee shall consist of three Directors, whose duty it shall be to receive and report to the Board of Directors, with such recommendations as may be deemed necessary, all written communications coming to them from the Board of Lady Visitors.

CHAPTER XIII.

Visiting Committee.

SEC. 1. The Visiting Committee shall visit and inspect the Hospital twice in each month. They shall record in a book kept for that purpose their opinion of the condition of the Hospital and its inmates, and such suggestions as may appear to them advisable, reporting the same at each quarterly meeting.

CHAPTER XIV.

The Surgeon in Charge.

SEC. 1. The Surgeon in charge shall be present at all meetings of the Board of Directors.

SEC. 2. He shall reside in the Hospital and receive his board and lodging free, and such salary as the Board of Directors may determine. He shall devote his time to the interests of the Hospital and its inmates, and see that at no time it be left without competent medical attendance. He shall keep an exact record of the medical and surgical treatment of each patient, and at each regular meeting shall report in

writing to the Board of Directors the number of patients admitted and treated in the Hospital and Dispensary during the preceding quarter. At the quarterly meeting in September, in addition to the quarterly report, he shall submit to the Board an annual report of the medical, surgical, and obstetrical service of the institution during the fiscal year ending with the 30th day of the preceding June, and shall make such suggestions and recommendations as he may deem advisable.

SEC. 3. Being responsible to the Directors for the proper conduct of the Hospital and Dispensary, he, advised and aided by the Advisory Board of Physicians and Surgeons, shall have entire control of the internal police and management thereof; shall engage, or cause to be engaged, all necessary cooks, nurses, and such other employés as may be required for the proper attendance and comfort of the inmates, and shall have power to discharge for cause; but the approval of the Committee on Expenditures is requisite before the employment of laborers or workmen on the building or grounds.

SEC. 4. He shall receipt for all medical and surgical property furnished for the use of the Hospital: and no voucher for any such article shall be approved or paid unless indorsed by him as received for the use of the Hospital. He shall keep in a book, provided for that purpose, an accurate inventory of books, bound volumes of medical and other journals, surgical, scientific, and medical instruments, stores, etc., in his possession, adding thereto each new purchase when made. At the quarterly meeting in September he shall make an annual

report of all such property in his possession and its condition, which report shall be referred to the Committee on Personal Property for examination, and report thereon at the next regular meeting of the Board: and no book, medical or surgical appliance, or other property shall be removed from the Hospital without written receipt therefor, and security, satisfactory to him, for the return thereof in proper order and time by the party desiring its temporary use.

SEC. 5. No capital operation requiring anæsthesia shall be performed, except in cases of urgent necessity, without the approbation of two of the Advisory Board of Physicians and Surgeons present after due notification, nor shall any operation be performed by any other than the Surgeon in Charge, except as provided for in Chap. XIV, Sec. 5. No medical examination of patients shall be made except by the Surgeon in Charge, or by such of the Advisory Board as he may elect.

SEC. 6. In order to render the Hospital, so far as may not conflict with the welfare of the patients, conducive to the advancement of medical science, the Surgeon in Charge is authorized to admit such medical gentlemen to see the medical and surgical practice of the house as he may think proper.

SEC. 7. He is also authorized to appoint, with the approval of the Advisory Board of Physicians and Surgeons, two graduates in medicine, to hold office for one year from date of appointment, with privilege of re-appointment, who shall not engage in the practice of medicine outside of the Hospital. They shall be entitled to reside in the Hospital free of cost, to assist in the

service of the Hospital and Dispensary, and attend to such duties as may be assigned them there, but subject to removal for cause.

CHAPTER XV.

Advisory Board of Physicians and Surgeons.

SEC. 1. The Advisory Board of Physicians and Surgeons shall be considered as counsellors of the Surgeon in Charge. They shall, except in cases of urgent necessity, be invited to attend at all capital operations requiring anæsthesia, and no such operation shall be performed against the advice of a majority of such Board present, except as specified in Chapter XIII, Section 5. They shall also advise and assist the Surgeon in Charge in the conduct of the Dispensary of the Hospital, and adopt such rules for the government and administration of that service as they, with the approval of the Surgeon in Charge, may deem proper. They shall give their counsel in all cases when called upon by the Surgeon in Charge.

SEC. 2. During their term of service at the Dispensary, when unable to attend, the Resident Assistants, with the approval of the Surgeon in Charge, shall conduct such service.

SEC. 3. Each member of the Advisory Board shall have the privilege to invite practitioners and students of medicine to witness such surgical operations as he may deem advisable, with the consent of the Surgeon in Charge.

SEC. 4. During their term of service they may visit

the Hospital as often as they or any of them deem necessary, and at each visit they shall report in writing, in a book to be kept for that purpose, the condition of the Hospital and its inmates. They shall also present to the Board of Directors, at the quarterly meeting in September, an annual report, with such recommendations as the interest of the Hospital demands.

SEC. 5. At the request of the Surgeon in Charge, an Advisory Physician may visit any particular patient as often as he, the Surgeon in Charge, may desire, and in no case shall the Surgeon in Charge elect other than an Advisory Physician to make such visits, except by the special request of the patient and with the approbation of such Advisory Physician. All consultations shall be confined to the members of the Advisory Board, except as above provided: and no surgical operation shall be performed except by the Surgeon in Charge, or, at his request, by some member of the Advisory Board, or other fully recognized member of the profession, and with the approbation of the members of the Advisory Board present.

CHAPTER XVI.

The Board of Lady Visitors.

SEC. 1. The Lady Visitors shall, by one or more of their number, visit the Hospital from time to time, after an order to be arranged by themselves, and may at any time, in writing, make suggestions for the comfort of the inmates, through the Committee on Lady Visitors.

CHAPTER XVII.

The Matron.

SEC. 1. The Matron is the housekeeper of the Hospital, under the general direction of the Surgeon in Charge. She shall have the immediate oversight and direction of its domestic management, and shall superintend and direct the cooking and distribution of food; shall see the supply is sufficient and of good quality, and in all cases precisely in accordance with the orders of the Surgeon in Charge.

SEC. 2. She shall visit all patients in the Hospital at least once every day, and if any complaints are made by the patients of incivility, want of proper attention, or improper conduct by the nurse, she shall report the same immediately to the Surgeon in Charge.

SEC. 3. She shall, under the direction of the Surgeon in Charge, have charge of and be responsible to him for all housekeeping furniture of every description, and all requisitions for new purchases of such furniture shall be submitted to him and approved in writing before purchase. Assisted by the apothecary, she shall keep in a book provided for this purpose an accurate inventory of such purchases; and no voucher shall be paid unless endorsed by the Surgeon in Charge as having been received for the benefit of the Hospital and Dispensary. She shall also make an annual return of all articles that have been disabled or worn out; which return shall then be referred to the Committee on Personal Property for examination, and report at the next regular meeting of the Board of Directors.

SEC. 4. She shall also keep a correct account of the reception and discharge of pay-patients and the terms of their admission ; make out the bills for their board, and receive payments for the same ; and all moneys received by her belonging to the Hospital shall be paid to the Treasurer at the end of each month, or as much oftener as he shall direct, taking his receipt therefor ; and she shall report to the Board of Directors, through the Secretary, at each quarterly meeting all such sums so received and paid, with the vouchers therefor, which report shall then be referred to the Committee of Audit for examination and report at the next regular meeting of the Board.

SEC. 5. The Matron shall receive visitors, wait upon them through such parts of the house as the Surgeon in Charge may direct, and perform any other indoor service he may require, and shall not leave the Hospital without his knowledge and consent.

CHAPTER XVIII.

Nurses and Employés.

SEC. 1. The nurses shall treat the patients with uniform kindness and respect, evince good-will, interest, and sympathy, and never address a patient coarsely or with rudeness.

SEC. 2. Any complaints made to the nurses by the patients shall be immediately reported to the Matron.

SEC. 3. Under no circumstances shall a nurse or other employé be allowed to inform any one of the nature of the disease from which a patient may be suffering, nor

shall they be allowed to speak with disrespect of any officer of the Hospital, under pain of prompt dismissal.

SEC. 4. Employés shall not be permitted to absent themselves from the Hospital without first obtaining the consent of the Surgeon in Charge; and in all cases they shall strictly obey his instructions, and be subject to such regulations as he may find necessary to establish.

CHAPTER XIX.

Patients.

SEC. 1. No patient shall be admitted without being first examined by the Surgeon in Charge and receiving his approval. Having such approval, patients shall be admitted to the free-wards of the Hospital by an order from the Hon. Commissioners of the District of Columbia, or from any member of the Board of Directors.

SEC. 2. Patients shall be admitted to the pay-ward in the Hospital on the payment of not less than six dollars a week; and to separate rooms at rates to vary with the room occupied and attendance required. Such rates shall be determined by the Surgeon in Charge, with the approval of the Advisory Board. And the Surgeon in Charge shall compare and verify the Matron's account of moneys received by her for the Hospital with the record of pay-patients admitted, with the dates of their admission and discharge. Board is to be paid weekly in advance.

SEC. 3. Patients shall be discharged by order of the Surgeon in Charge only; but no patient shall be retained who may be suffering from an infectious or incurable disorder, except by the advice of the Advisory

Board or a majority of the members present, after due notice.

SEC. 4. No patient shall be admitted who is not suffering from some "disease peculiar to women," or which is modified by her sex, or who is suffering from a contagious disease.

SEC. 5. Patients are not permitted to use any article of diet, drink, or medicine, except such as are prescribed by the Surgeon in Charge, nor to visit the rooms of other patients or the working-rooms of the Hospital, or to leave the Hospital without his consent.

CHAPTER XX.

Visitors.

SEC. 1. Visitors may be admitted between the hours of 10 a. m. and 6 p. m. on Tuesdays and Fridays of each week, or at other times by special permission of the Surgeon in Charge.

SEC. 2. No visitor shall be allowed to carry articles of diet to patients unless by permission of the Surgeon in Charge.

SEC. 3. Patients shall receive visitors in the parlor unless confined to their rooms.

CHAPTER XXI.

The Dispensary.

SEC. 1. The dispensary service of this Hospital is intended for poor women only, who are unable to pay for the services of a physician, and who are suffering

from diseases peculiar to, or essentially modified by, their sex.

The days for attendance will be Mondays, Tuesdays, Thursdays, and Fridays, from 1 to 3 p. m.

Patients will be required to furnish their own bottles for medicine.

CHAPTER XXII.

Amendment of the By-Laws and Rules.

SEC. 1. These By-Laws and Rules, or any of them, may be altered or amended by a two-thirds vote of the Directors present at any regular or special meeting of the Board of Directors, provided such alteration or amendment shall have been proposed in writing at a previous meeting of the Board.

Approved June 10th, 1886.

Attest :

E. D. TOWNSEND,

Vice-President.

Compared with original resolutions and found to be correct.

LOUIS W. RITCHIE, M. D.,

Secretary.